

**HOMELAND SECURITY AND EMERGENCY MANAGEMENT  
DEPARTMENT[605]**

**Adopted and Filed**

Pursuant to the authority of Iowa Code section 17A.3, the Homeland Security and Emergency Management Department hereby amends Chapter 7, “Local Emergency Management,” Iowa Administrative Code.

The amendment of subrule 7.4(4) makes two changes related to training requirements for local emergency management coordinators. The first change reduces the time frame to complete baseline and professional development training from five years to two years. The second change removes the list of ten specific baseline courses from the subrule and allows the Department Director to develop the needed courses in consultation with the Iowa Emergency Management Association and to maintain the list on the Department’s Web site.

Notice of Intended Action was published in the Iowa Administrative Bulletin as **ARC 2534C** on May 11, 2016. A public hearing was held on May 31, 2016. No public comment was received during the comment period or during the public hearing. This amendment is identical to that published under Notice of Intended Action.

The Department of Homeland Security and Emergency Management adopted this amendment on June 16, 2016.

After analysis and review of this rule making, no impact to jobs has been found.

This amendment is intended to implement Iowa Code chapter 29C.

This amendment will become effective August 10, 2016.

The following amendment is adopted.

Amend subrule 7.4(4) as follows:

**7.4(4)** Local emergency management coordinator continuing education requirements. Each local emergency management coordinator shall meet the following educational development requirements. The director may extend the time frame for meeting these continuing education requirements upon request from the commission.

*a.* Within ~~five~~ two years of appointment as a local emergency management coordinator, the person must complete ~~the following~~ a set of study courses: prescribed by the director and developed in consultation with the Iowa Emergency Management Association. The listing of courses shall be maintained on the department’s Web site.

- ~~(1) A Citizen’s Guide to Disaster Assistance IS-7.~~
- ~~(2) Emergency Operations Center (EOC) Management and Operations IS-775.~~
- ~~(3) Emergency Manager: An Orientation to the Position IS-1.~~
- ~~(4) Are You Ready? An In-depth Guide to Citizen Preparedness IS-22.~~
- ~~(5) An Introduction to Hazardous Materials IS-5A.~~
- ~~(6) Introduction to Incident Command System IS-100.b.~~
- ~~(7) ICS for Single Resources and Initial Action Incidents IS-200.a.~~
- ~~(8) Radiological Emergency Management IS-3.~~
- ~~(9) Introduction to Hazard Mitigation IS-393.a.~~
- ~~(10) Emergency Management Program Development.~~

*b.* Within ~~five~~ two years of appointment as a local emergency management coordinator, the person must complete the professional development series of courses as prescribed by the Federal Emergency Management Agency.

*c.* Upon completion of the requirements established in ~~subrule 7.4(4)~~, paragraphs “*a*” and “*b*,” of this subrule, a person must complete annually a minimum of 24 hours of state-approved emergency management training. Since completion of the annual training will follow the federal fiscal year, October 1 to September 30, the requirement to complete 24 hours of annual training will commence on the next October 1.

*d.* The local emergency management coordinator must document completion of courses by submitting a copy of the certificate of completion, a letter indicating satisfactory completion, or other appropriate documentation.

*e.* The Iowa homeland security and emergency management department, in ~~conjunction~~ consultation with the Iowa Emergency Management Association, may substitute courses when deemed appropriate.

*f.* An emergency management coordinator who has met the baseline requirements prior to October 1, 2006, will not be required to take any of the ~~new study~~ courses listed above prescribed by the director in accordance with paragraph "a" to reestablish the person's baseline.

[Filed 6/17/16, effective 8/10/16]

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EDITOR'S NOTE: For replacement pages for IAC, see IAC Supplement 7/6/16.